

**Hybrid Course Subcommittee (HC SC)
Minutes Meeting #7 – January 20, 2016; 8:00 am Eastern Time**

Meeting recording available at: <https://iswp.adobeconnect.com/p8nzhk9g5ui/>

1. Attendance

- ISWP: Mary Goldberg, Nancy Augustine, A Yohali Burrola Mendez, Rachel Gartz
- HC SC: Lee Kirby (co-chair), A Yohali Burrola Mendez, Eric Wunderlich, Rob Mattingly

2. Approval of Agenda: Done.

3. Approval of Minutes: The minutes of December 8, 2015 were approved.

4. Report from ISWP:

Mary reported:

- *Testing SC:* ISWP is looking for participants for alpha testing of the intermediate knowledge test. The test is about 90% ready. ISWP is awaiting drawings to supplement test questions. About 75 are needed because the SC needs at least 50 test takers of the initial test takers to pass and then sit for the skills assessment. ISWP will send an announcement soon calling for participants.
- *Integration SC:* The subcommittee is looking to develop a Google group to discuss integration. Other platforms were explored, but Google appeared to be the best option for this task. Groups continue to be interested in integration.

Nancy reported:

- *Guidelines for Successful Meetings:* Google groups are being used to facilitate communication between working group and subcommittee members. The meetings have also been running on standardized days and times. The Guidelines for Successful Meetings helps outline tasks and responsibilities of Adobe connect meetings.
- *Funding Opportunity:* The deadline has been extended for the funding proposal to February 19, 2016. Proposals should be sent to the working group chairs prior to sending it to ISWP and the Advisory Board. Lee expressed that the group's activities do require funds, but funds are currently covered by other means.

5. Ongoing Business:

- a. Committee membership:



- Participation has been less than ideal. Current SC members will be polled as to their interest in continuing as members. A call for potential new members will be made in the upcoming ISWP newsletter.
 - **ACTION: ISWP staff to poll existing SC members.**
 - **ACTION: ISWP to solicit expressions of interest in upcoming newsletter.**

- b. Human Study Course:
 - Eldar was not present to report.
 - **ACTION: Mary to request a progress report from Eldar.**

- c. Basic Hybrid Course
 - Mary reported that the SC surveys for co-facilitation and hybrid content will be announced in the upcoming newsletter or subsequently. The Hybrid SC will review the hybrid content survey from the perspective of what should be added, modified or deleted for the Hybrid Plus Course and provide feedback prior to distribution.
 - **ACTION: ISWP staff will circulate the draft Hybrid Course content survey to SC members for feedback.**

 - Yohali reported on the previously circulated survey on the current Hybrid Basic Course content and format. There are 5 multiple-choice questions and one open-ended question. The time to receive feedback was extended. 4 more responses were received via email. One response suggested removing learning objectives, because the objectives may not be able to be taught online. Other suggestions included clarifying the instructions and modifying the activities.

ISWP reported the following updated process:

Action	Completed	
ISWP completes draft 1	✓	
Hybrid SC provides feedback-completed	✓	
ISWP completes draft 2		02/15/2016
Online experts provide feedback		
ISWP completes draft 3		
ISWP pilot-forthcoming		
ISWP completes draft 4-forthcoming		
SWP pilot-forthcoming		

ISWP will submit a brief report to the Hybrid SC between each step of the process.

- Pilot locations update
 - Several groups have approached ISWP (Malaysia, Mobility India, and Mexico TELETON). All have trainings in the spring or summer.
 - ISWP is waiting on the logistics survey results to have more information.
 - The Hybrid Plus course will most likely be piloted in the fall.

- d. Intermediate Hybrid Course: Postpone until the Basic Hybrid Course is developed and tested. Mary stated this might begin as a mentoring initiative.
- e. FAQs: Yohali reported the FAQs have been completed. She would like feedback from the group about the questions and responses to the questions.
- f. Presentations
 - ISS March, 2016
 - ESS June, 2016
 - RESNA July, 2016
 - **ACTION: ISWP to poll the SC to determine if enough people from the SC will be attending to make an in-person meeting possible at one or more of these events.**

6. Other business: No other business arose.

7. Next meeting: Wednesday, February 17, 2016, 8:00 am ET

8. Adjournment